



Annual Report Fiscal Year 2018

Federal Executive Board of Minnesota



Collaborate

Develop

Prepare

“Although each executive agency and its field organizations have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities.”

President John F. Kennedy
November 13, 1961



On behalf of more than the 90 federal agencies within the State of Minnesota and throughout specific counties within North Dakota and Wisconsin, I am proud to submit our Fiscal Year 2018 Annual Report.

The Federal Executive Board of Minnesota’s (FEB-MN) mission is to increase the effectiveness of federal government by strengthening coordination of government activities.

The Federal Executive Board of Minnesota continues to be a constructive, unifying entity within the federal agencies in which it provides services. During fiscal year 2018, the FEB -MN has more than proven its value again and again, in ensuring a clear and effective communications medium between all levels of government, to include State, County and City Government agencies.

This report captures a small portion of the many activities and contributions the FEB-MN has made to successfully accomplish this mission. The FEB-MN has become a catalysts that has enabled the 90 plus agencies to become better in services and/or products each provides for their customers, citizens and stakeholders.

I am proud of the FEB –MN and all that it has accomplished. I am honored and humbled to have served on the Federal Executive Board of Minnesota in various roles and capacities for the last 17 years and as your chair for the past year. I thank you for the opportunity you provided to support and promote all of the positive things you do. It has been my sincere privilege for me to serve.

Col. Angela Steward-Randle
Chair,
Federal Executive Board of Minnesota



Vision	Be a catalyst for better government
Mission	Increase the effectiveness of the federal government by strengthening coordination of government activities
Guiding Principles	Service. Integrity. Excellence.

FEB National Network

Federal Executive Boards were established by Presidential Directive in 1961 to provide a forum for local federal leaders to share management challenges and strategies to meet agency missions and goals, identify common issues, develop collaborative initiatives, and share best practices among their peers.

The President has directed the head of every Executive Branch Agency to arrange for the leading official of their field office to personally participate on the Federal Executive Board. Membership is automatic and there are no dues or applications.

Business Lines

Through our three business lines and interagency councils, the FEB facilitates communication, sharing resources, workforce education, and intergovernmental partnerships. Each business line creates unique and exciting challenges and opportunities to interact with member agencies, employees, state and local governments, community organizations, and citizens. The councils within each business line offer training and collaborative opportunities for agency leaders, employees, and partners.

- Emergency Preparedness
- Workforce Development
- Intergovernmental Collaboration & Community Outreach



Spotlight on Minnesota

The Minnesota Federal Executive Board is one of 28 FEBs and represents over 90 Federal agencies and 45,500 Federal employees and Military personnel in Minnesota.

The Federal Government is the third largest employer in the state of Minnesota.

Department of the Interior Support

The FEBs were created by Executive Order but never funded, allowing each FEB to seek out support for staffing by one of the members. DOI has supported the MN FEB throughout our history, including staffing the FEB with two full time employees in FY2018. The Executive Director and Assistant Director would not be able to lead and engage agencies in MN without the support of DOI.

In FY2018 FEB staff participated in an Incident Operations Center Cadre training. FEB staff also participated in the security assessment of a DOI facility.



Thank you to the U.S. Department of the Interior, Office of the Secretary, Office of Emergency Management for the outstanding support you provide to The Minnesota Federal Executive Board.



Executive Summary

Recognized **95** civil servants and military servicemen for their achievements & service in 2018



Human Trafficking 101, provided **50** Federal employees with knowledge and prevalence of it in MN and during the Super Bowl.



The CIC gave Lean Six Sigma trainings that provided **53** federal employees the skills to efficiently improve processes.



The Combined Federal Campaign raised **\$611,816 in monetary funds** and the equivalent of **\$21,665 from volunteer hours** in 2018.

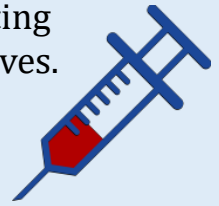


Provided Pre-retirement training for **685** federal employees and their spouses



Retirement
Plan
101

FEB Blood Drives received **51** pints of blood affecting up to **153** lives.



Cost Avoidance Savings

- **5** mediations were performed this past year
 - Saving just over **\$255,500**
- **22** trainings were provided this past year
 - Involving **958** participants
 - Saving just over **\$373,795**
- This leads to a combined total savings of approximately **\$640,548** for Federal agencies in Minnesota



Executive Summary

USAJOBS and Interview Skills trainings prepared **46** employees for advancement within the Federal government



The Shared Neutrals Council performed **5** mediations, saving agencies an estimated **\$255,525.22** in arbitration fees.



FEMA trained **51** Federal employees on life situations, giving them the tools to succeed in emergency situations.



Three FEB executive fellows contributed **1530** total volunteer hours valued at nearly **\$30,600**.



Unconscious Bias training taught **36** Federal employees to identify their emotional and instinctive responses to conflict situations.



Federal Executive Board shared **102** job postings with other Federal employees and former Fellows.



Annual School Supply Drive

- **13** agencies donated...
 - **47** boxes of supplies
 - **93** backpacks that were filled with supplies
- To **4** schools in the metro area



Annual Congressional Briefing



The Minnesota FEB sponsored the fourth annual congressional briefing at the Bishop Henry Whipple building, in which:

- **37** attended the briefing
- **17** Congressional and Senatorial staff represented **9** offices for Minnesota
- **22** federal agencies presented crucial information about issues that their agencies are dealing with.



This event was in an effort to connect legislators with the federal government through education in issues that are critical to the constituents of the lawmakers.



Government on Display Exposition

This year's Government on Display was at a new location in Rosedale Mall. The event gave **11** agencies the opportunity to share their missions with the general public.

- Agencies reported same number of quality leads at Rosedale as at Mall of America in previous years
- Positive community interaction and involvement

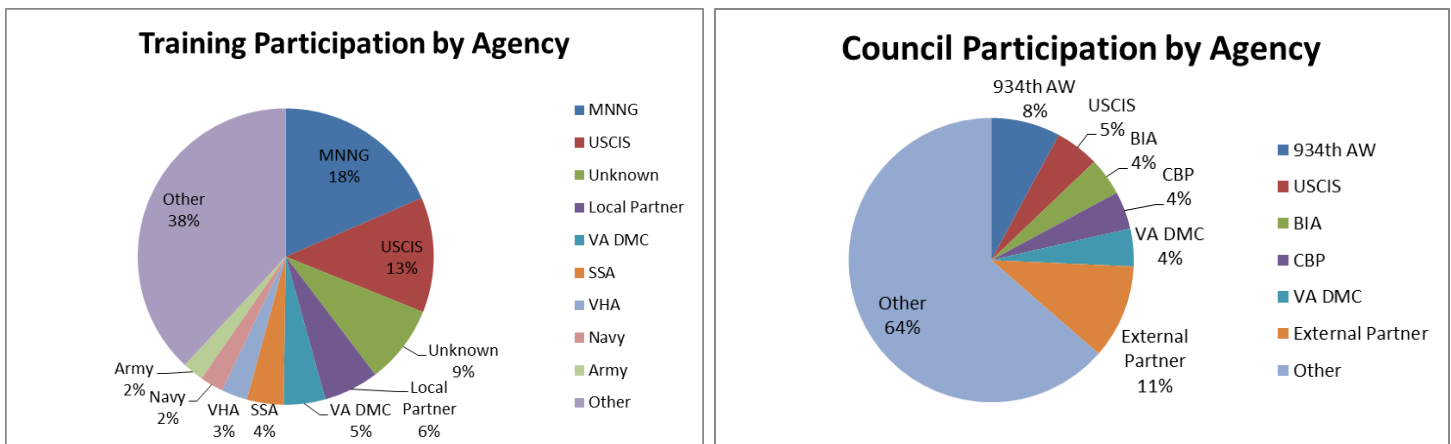


Office Performance



FEB trainings and events were attended by over 3,300 people from 78 agencies in FY2018. Top agency participants included the Minnesota National Guard (240 attendees), United States Customs and Immigration Service (163 attendees), and VA Debt Management Center (59 attendees).

82 individuals across 54 Federal Agencies and multiple external partners participated in FEB Councils over the last year. The top agencies by number of participants were the 934th Airlift Wing (11 participants) and United States Customs and Immigration Service (7 participants).



FY18 Volunteer Hours

FEB volunteer participants came from across the Federal Government and area universities to provide 1,687 hours of volunteer service over the year. Executive Fellows from area universities served a collective total of 1,530 hours in support of the Minnesota FEB.

Name of Community Service Activity	Number of Participants	# Hours of Service
Letters of Support and Encouragement	19	57
Feed My Starving Children	12	48
School Supply Drive	13	72
Fellowships	4	1530
TOTALS	48	1707



Interagency Councils

Civil Servant of the Year Planning Committee

Chair: David King, Division of Labor Wage and Hour Division

Closed Point of Dispensing Task Force

Lead: Emily Wyatt, Minnesota Department of Health

Continuous Improvement Council – “FEB Innovation Lab”

Co-Chair: James Williams, U.S Fish and Wildlife

Co-Chair: Carrie Hoffman, FDA

Diversity and Inclusion Council

Co-Chair: Mark Gutierrez, USDA RMA

Co-Chair: Courtney Ehinrich, DHS ICE

Federal Outreach and Leadership Development Council and Program

Chair: Nicole Haselberger, VA DMC

Vice Chair: Heidi DeBeck, FDA

Federal Safety and Health Council

Chair: Matthew McCoy, VA

Human Resources Council

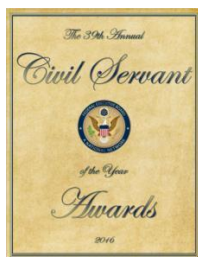
Co-Chair: Amber Grier, OPM

Shared Neutrals Council (ADR program)

Chair: Corey Stoglin, DOL OFCCP

Small and Disadvantaged Business Opportunities Council (SADBOC)

Chair: Shaun McCleary, SBA



Federal Outreach & Leadership Development (FOLD)



This council of FOLD program graduates plans and executes a premier inter-agency leadership program for developing and supporting future leaders to deliver exceptional results in a dynamic environment.

- Added “Resilience” as a session of focus
- Graduated a successful cohort of **19** emerging leaders from **13** agencies
- Recruited participants from two new agencies for the 2018-2019 cohort~IHS and SSA

The FOLD council hopes to enhance our focus on commitment to diversity specifically by seeking to recruit a diverse pool of candidates for the program both in terms of agency and background.



41st Annual Civil Servant of the Year

The Civil Servant of the Year Awards ceremony honors the great work of our employees, both civilian and military.

- **95** nominees were honored for their excellence in civil service.
- **456** guests attended the event
- **9** federal agencies participated in the council that planned this event.



Diversity and Inclusion (D&I) Council



Creates inclusive engagement opportunities to educate, recruit, retain and recognize our diverse federal workforce in Minnesota.

- **Train:** Offered engaging trainings: Human Trafficking, Unconscious Bias, Disability Employment, and Somali Refugee Culture.
- **Share:** Spotlights work of agencies and provide special observance resources, best practices, list local events and activities.
- **Serve:** 13 agencies participated in the Annual School Supply Drive; held multi agency events with Feed My Starving Children

FY 19 Goal: Continue to provide quarterly training, service and special observance opportunities that reflect the diversity of MN

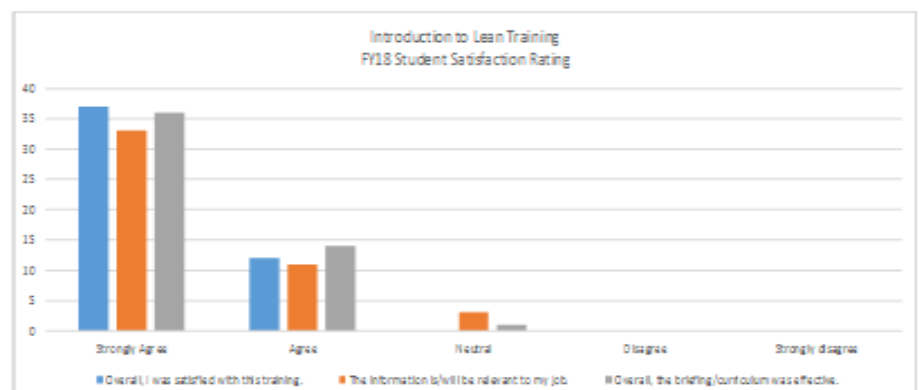
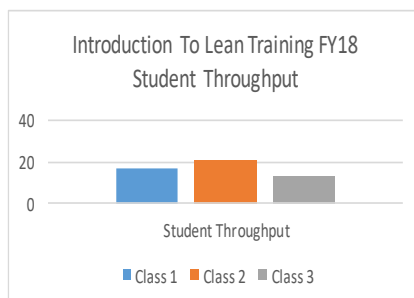


Continuous Improvement Council

The Continuous Improvement Council (CIC) seeks to improve organization efficiency by providing federal workforce cost-effective training resources for the development of continuous improvement capabilities.

- Developed *Introduction to Lean* curriculum that provides students with a comprehensive understanding of lean principles and techniques.
- Organized and conducted three continuous improvement training sessions for a total of 51 students for a cost of \$25.00 per student.
- Intro to Lean student surveys indicated 96% student satisfaction rating and 100% students reported training material was effective and relevant to their current position.

Moving forward to next fiscal year, the CIC will focus on establishing a 3-day Yellow Belt Certification program, conducting short continuous improvement workshops and increasing agency participation with the CIC and its training opportunities



Small and Disadvantaged Business Opportunity Council



SADBOC members include federal, state and local agencies, as well as non-profit small business resource providers. The Council's Mission is to:

- Promote supplier diversity in the public sector
- Promote collaboration and information sharing among its members
- Provide education, outreach and engagement to our diverse small business community

Hosted 19th Annual SADBOC Government Procurement Fair:

- 1042 attendees, 70 exhibitors and 21 workshops
- 360 completed business to contracting officer matches made

We continue to provide support to disadvantaged small business at all levels of the procurement process.



Twin Cities Field Federal Safety and Health Council (TCFFSH)

The Twin Cities Field Federal Safety and Health Council continues to serve as a resource on occupational safety and health issues for the local Federal community.

- Training provided by subject matter experts on topics such as indoor air quality, OSHA record keeping, ladder safety and AED's.
- Sharing experiences and lessons learned, such as OSHA on-site visits, working with state OSHA plans, conducting safety inspections at various work environments and assisting members in promoting safety like participating in the USDA APHIS Wellness and Safety Fair.
- Received Superior Performance National Recognition Award from DOL-OSHA for FY15, FY16 and FY17 for promoting the advancement of safety

We would like to increase participation amongst agencies that are not involved or have limited involvement.





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COL ANGELA STEWARD-RANDLE
Minnesota National Guard

FIRST VICE CHAIR

DAVID KING
Department of Labor –
Wage and Hour Division

SECOND VICE CHAIR

MICHELE SMITH
Human and Urban
Development



TREASURER

JOHN SCOTT
VA Debt Management Center

EXECUTIVE DIRECTOR

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